



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

DATE: August 26, 2010

TO: U. S. Citizens only, Resident Hire

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID)

SUBJECT: Job Opportunity Announcement # 14-2010, USAID/Kyiv

POSITION TITLE: Program Advisor, Resident Hire

POSITION TYPE: USPSC, LOCAL HIRE – 40 hours per week

ANNOUNCEMENT: #14-2010

GRADE LEVEL: GS-13 (\$71,674-\$93,175)

OFFICE LOCATION: Office of Program Coordination and Strategy, USAID/Kyiv, Ukraine

OPENING DATE: Immediate

CLOSING DATE FOR APPLICATIONS: Thursday, September 9, 2010 at 6:00 PM Kyiv time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé* and *letter of interest* in **English** to the USAID Human Resources Unit at kyv14-2010@usaid.gov

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview.

BASIC FUNCTION OF POSITION

The Regional Mission in Ukraine provides strategic planning, program design and implementation, monitoring and evaluation, public information and results reporting for USAID assistance programs in Ukraine, Belarus and Moldova. Mission programs include a broad range of initiatives aimed at accelerating economic growth, advancing democratic practices, and improving the accessibility and quality of healthcare.

The Program Coordination and Strategy (PCS) office is responsible for the preparation and oversight of the Country Strategy and Country Program Budget, including providing economic analysis at the macro-economic level to assist the Mission in developing its policies and priorities; managing the Mission's project design and development process; and overseeing evaluation and results measurement efforts. PCS also oversees implementation of the Mission's participant training program and other, selected cross-cutting initiatives.

PCS is responsible for the majority of the Mission's communication products, including both reports to other USG interests (USAID/Washington, State Department, Congress) as well as products aimed at informing outside audiences of USAID projects in Ukraine, Belarus, and Moldova. Key USG documents, such as the Operational Plan, Program Performance Report, Congressional Notifications (CNs), Country Strategy Plans (CSP) and Performance Monitoring Plans (PMP) are compiled and completed by PCS, usually on an annual basis. External public information efforts include the coordination of site visits for senior USG and GOU officials; preparation and distribution of brochures, program "Fact Sheets" and other publications; maintenance of the Mission's external Web Site; and liaison with media to encourage coverage of USG investments.

PCS also houses a small "Contractor Support Unit" to help USAID implementing partners with Government of Ukraine registration and other administrative requirements.

Introduction

The Program Advisor will be called upon to support a range of activities which are overseen by PCS, including design and review of new and existing programs, preparation of USG and other reports documenting program progress, preparation and 'quality control' of written USAID media products, enhancement and implementation of program monitoring and evaluation procedures, and resource allocation and budgeting for all three countries. The Program Advisor will be a key member of PCS and will report to the Supervisory Regional Program Officer.

Duties and Responsibilities of the Position:

- A. Support Mission technical offices in the design of new activities and modification of existing activities to respond to changing Mission priorities, funding considerations, or development opportunities. This shall include: participating in “Design Teams” to assess program opportunities; helping conduct situational analysis on particular sector or program opportunities; assisting in the preparation of Concept Papers, performance measures, and other documents required to convey the intent and expected impact of programs; preparing responses to questions and comments arising from Mission reviews of the concept; and helping draft supportive documentation.
- B. Draft, edit, and/or finalize key program reporting documents, including the Operational Plan, Performance Report, Budget Justifications, responses to USG inquiries, and others. May also support the PCS Development, Outreach, and Communication (DOC) team in drafting and/or editing public information materials, as requested by the DOC Team Leader.
- C. Provide continuous input and feedback to strengthen the Mission’s monitoring, evaluation, and performance measurement processes. May include identifying evaluation priorities and drafting Scopes of Work to procure evaluation services; participating on program evaluations; supporting the technical offices in developing and updating performance measures, and others.
- D. Support efforts to better coordinate USAID activities with other donors and multilateral agencies in Ukraine, Moldova and Belarus to ensure that programs are complementary and consistent.
- E. Develop guidance for Mission staff on changing USG implementation, programming, and reporting methods and requirements.
- F. When applicable, help mentor new Foreign Service Officers in USAID program policies, procedures, and best practices.

This position is not supervisory.

Requirements for the Position/Evaluation Criteria:

The successful candidate must be sufficiently experienced to understand the needs of the Mission and the foreign assistance policy objectives of the U.S. Government in Ukraine, Belarus and Moldova.

- A. Education (10 points):** BS/BA degree is required, preferably in a field such as international/development affairs, business, public administration, law,

public health or other relevant to USAID programs in Ukraine, Moldova, or Belarus. Graduate studies preferred.

- B. **Work Experience: (30 points):** A minimum of three years of experience in the design, management and /or implementation of international development activities. A combination of activity design and management skills is desirable. Experience with USAID is desirable. Experience in the countries of the former Soviet Union is desirable.
- C. **Technical Skills and Abilities (30 points):** Demonstrated knowledge of the concepts, principles, and techniques of international development. A sound experience-based understanding of political, economic and development realities of the region is preferred. A thorough understanding of major problems faced by development activities and hands-on experience and knowledge of USG strategy and project development, management, and procurement policies and procedures are preferred.

Excellent interpersonal, consensus-building and teamwork skills are required to establish and maintain strong contacts with counterparts within PCS, the Mission, and the U.S. Embassy; as well as to effectively explain USAID program policies, objectives and procedures. Demonstrated ability to work independently and exercise sound judgment related to program management, identifying priorities, policy decisions, and finding innovative solutions to problems, while operating in a challenging environment. The applicant should be a self-starter, responsive to client needs, and be able to work calmly, tactfully, and effectively under pressure and in dealing with multiple, simultaneous tasks and/or shifting goals and needs. Familiarity with relevant computer skills (word processing, spreadsheets, databases, email) is required.

- D. **Communication skills (30 points):** Excellent English writing and editing skills, as well as an excellent ability to process information from a wide variety of sources into cohesive, polished documents are highly desirable; there is no requirement for local language proficiency.

Other Requirements: Candidate must be able to obtain a security clearance to the work authorization level. Candidate understands that the position may require travel within Ukraine, Moldova, and Belarus and be willing to undertake such travel as necessary.